

Cloning List Views on VAOs

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TEXAS
Health and Human
Services

Texas Department of State
Health Services

Overview

- **Purpose**

- The following slides outline the process for making a copy of list views on various VAOS modules in the DSHS portal.

- **Audience**

- DSHS Central Office Staff
- Local Health Departments
- Regional Immunization Support Team

- **Benefits for Users:**

- Creates personalized list views for different provider information
- Improves the ability to quickly view a specific provider or subset of provider's information



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VAOS Reminders and Tips

Keep in mind...



VAOS works best with **Chrome** as your browser.



Please **check your Spam** folder for emails from noreply@salesforce.com as needed. You may also receive emails from CDCCustomerService@McKesson.com.

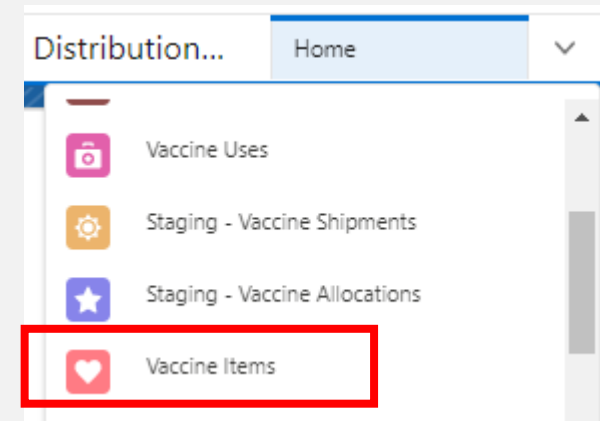
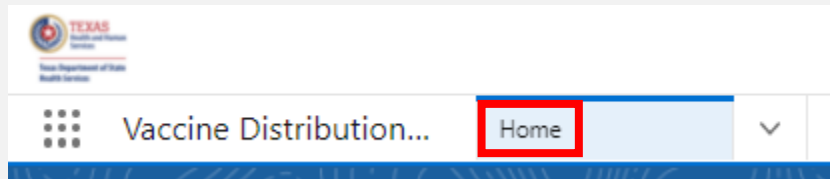
If possible, flag these addresses as safe-senders to avoid emails being sent to Spam.



Regardless of the number of Providers or facility locations you are associated with, you will have **one set of login credentials**.

Step 1: Navigate to VAOS & Access Any Module

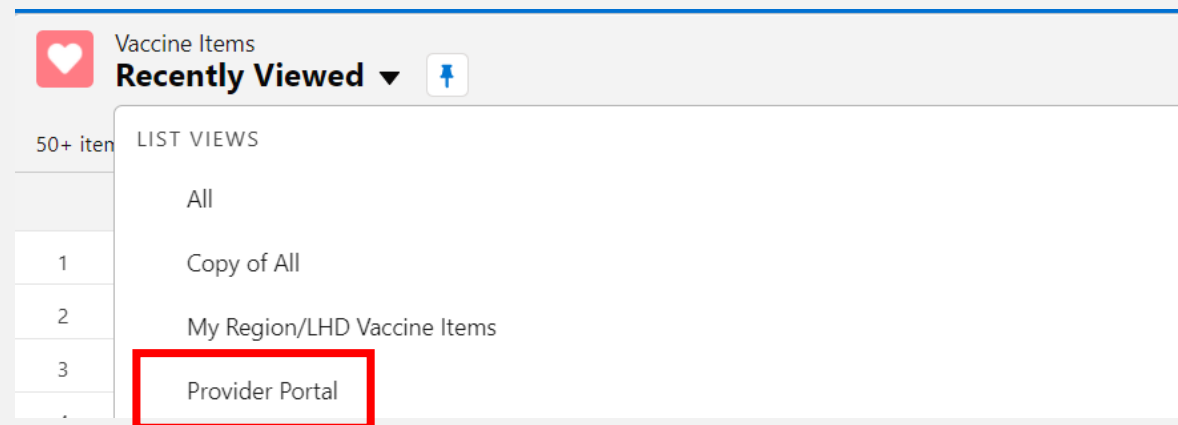
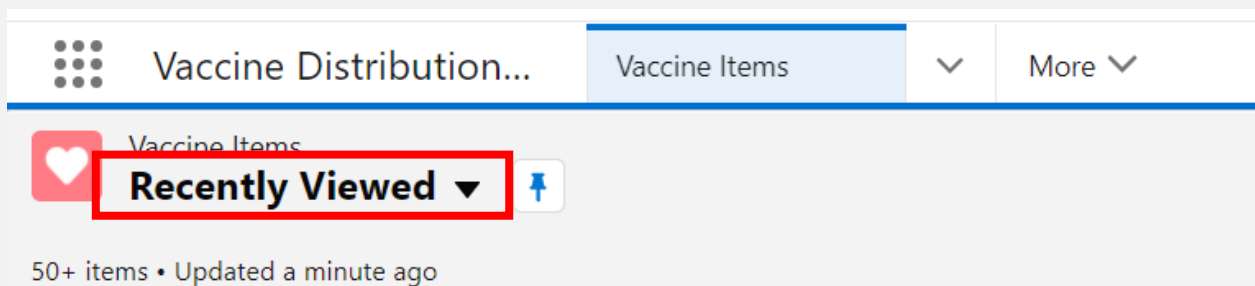
1. Navigate and login to VAOS as a DSHS Central Office, Regional, or LHD user.
2. Click on **the down arrow** to the right of the main navigation drop down menu to select any Module. In this example, we are navigating to Vaccine Items.



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Step 2: Pick a List View

1. Click on the bolded **List View Title** to select a List View. Most of the time, the default list view will be “Recently Viewed”. In this example, I am choosing Provider Portal.



Step 3: Clone the List View

1. Click on the settings button to the right of the search icon and click Clone.
2. Edit the List Name as desired and click Save.

Vaccine Items

Provider Portal

50+ items • Sorted by NDC • Filtered by All vaccine items - Quantity On Hand • Updated a minute ago

	Vaccine It...	Facility	Prov...	Vaccine	NDC	Lot ID	Expirati.	
1	VI-0023247	MEMORIAL SOUTHWEST FAMILY PRACTICE	251094			023C21A	12/31/20	<div> <div>LIST VIEW CONTROLS</div> <div> <div>New</div> <div style="border: 2px solid red;">Clone</div> </div> </div>
2	VI-0084619	Star Family Medicine	031861	Trumenba PFS 10 Pack; Ped	00005-0100-10	AT1920	5/31/20	

Clone List View

* List Name

Who sees this list view?

☒ Only I can see this list view

☐ All users can see this list view ⓘ

☐ Share list view with groups of users ⓘ

Cancel

Save

Step 4: Personalize the Clone

1. To add a filter, click the filter icon at the far right of the screen, and then click “Add Filter”. Select the desired field to filter and then enter the necessary criteria. In this example, I filtered by Provider PIN. Click done to save the changes. You can add numerous filters as needed.
2. To sort, click the Column Name of the field you wish to sort the list by. In this example, I sorted by NDC.
3. To add additional fields to display as columns, click the same button you used to create the cloned List View, then click “Select Fields to Display”. Select the desired field from the “Available fields” list, move it to the Visible Fields List, and click Save.
4. Any Cloned List View created will save automatically to your account for future use.

Search this list...

Filters

Filter by Owner
All vaccine items

Matching all of these filters

Quantity On Hand
greater than 0

Add Filter

Remove All

Field
Provider Pin

Operator
equals

Value
031113

Done

Vacci... ▾	Facility ▾	Pr... ▾	Vaccine ▾	NDC ↑ ▾	Lot ID ▾	Expir... ▾	Vaccin... ▾	Q... ▾	R... ▾
VI-0084919	LHD Dallas County Health ...	031113	Trumenba PFS 10 Pack; Ped	00005-0100-10	DW2999	6/30/2023		92	Others

Select Fields to Display

Available Fields

- Allocation Dose
- Created By
- Created By Alias
- Created Date
- Date of Last Use
- Expiration Date
- Expiration Status

Visible Fields

- Vaccine Item Number
- Facility
- Provider Pin
- Vaccine
- NDC
- Lot ID
- Expiration Date

Cancel Save

Additional Resources

Click below to access more support resources:

- [Vaccine Allocation & Ordering System \(VAOS\)](#)
- [Texas Vaccine Management Homepage](#)
- [Texas Vaccine for Children Program Page](#)
- [Adult Safety Net Program Page](#)
- [TVFC/ASN Provider Journey](#)



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